



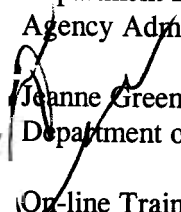
**DEPARTMENT OF PERSONNEL**

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**MEMO PERD #45/03**

December 16, 2003

TO: Department Directors  
Agency Administrators

FROM:  Jeanne Greene, Director  
Department of Personnel

SUBJECT: On-line Training Registration System (Employee Development Module)

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I am pleased to announce the future implementation of the new on-line training registration system otherwise known as the Employee Development module which is scheduled for release February 1, 2004. This module is part of the Nevada Employee Action and Timekeeping System (NEATS), which includes a timekeeping and personnel module. These two modules have been successfully piloted in four agencies and we plan to proceed with further agency rollout commencing January 1, 2004.

The Employee Development module is designed to allow employees on-line capabilities to view statewide course offerings, register for state training classes, complete course evaluations, and view and print class transcripts. Additionally, State agencies that provide their own training programs can enter their course curriculums and class offerings into the system and obtain the above referenced capabilities with their programs. Another exciting capability is that historical training records that are maintained by the agencies or the employees can be entered into the system. This will provide a complete tracking of an employee's training record throughout their career with the State.

Detailed information regarding the implementation of this module, including processes, procedures, roles and responsibilities, is being sent to your training administrators and instructors, personnel liaisons and representatives.

Thank you for your cooperation and assistance in helping us to implement this module. If you have any questions please do not hesitate to contact me.

JG:sq

cc: Agency Personnel Liaisons  
Agency Personnel Representatives